



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: 07-14, Implementation Of The Tip Of The Week Notification Process

Date: September 7, 2007

To: Holders of the Payroll/Personnel Manual

As part of the National Finance Center's (NFC) effort to keep customers informed, NFC is implementing a new weekly notification entitled "Tip Of The Week". The first "Tip Of The Week" will be issued on October 2, 2007. The weekly tips will be communicated as follows:

- Posted on NFC's Web site at www.nfc.usda.gov.
- Recorded on NFC's Payroll/Personnel Call Center line at **504-255-5230**.
- Distributed through Customer Notification e-mails from NFC's Client Management Branch.

The tips will relay valuable information and/or reminders each week relative to NFC systems, services, or operational processes. These tips will include topics, such as:

- Issues regarding system functionality that are global in nature.
- Dates for upcoming training sessions or user group meetings.
- Reminders related to recurring annual processing instructions.

NFC is interested in feedback regarding this initiative and would welcome any suggestions customers have for future "tips" to be published. These comments should be provided via e-mail to customer.support@usda.gov.

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